



### Prevention Activities

|     | Frequency                   | Responsibility       | Action  |
|-----|-----------------------------|----------------------|---|
| 1.  | Daily                       | Drivers              | Drivers must complete a vehicle checklist before beginning their routes; the list specifically includes security-related items.   |
| 2.  | Daily                       | Mechanics            | After maintenance or repair work has been performed on vehicles, mechanics must complete a checklist before signing out any vehicle; the list certifies that a security check has been performed. |
| 3.  | Daily                       | All employees        | Employees must display their badges prominently at all times while on duty.   |
| 4.  | Daily                       | Administrative staff | Administrative staff must ensure that visitors complete the sign-in log at the front desk, obtain a visitor's badge, and display the badge at all times when on agency premises.                  |
| 5.  | Daily                       | All employees        | All employees must secure vehicle keys at the end of the shift, in accordance with agency policy (e.g., in a secured area, in a key lockbox, or in another storage location).                     |
| 6.  | Daily                       | All employees        | All employees must safeguard facility keys at all times. Further, all employees must follow policies for checking out (logging) keys.   |
| 7.  | Daily                       | Drivers              | When leaving their vehicles unattended during shifts or break times, drivers must secure their vehicles.  |
| 8.  | Daily                       | Drivers              | Vehicles must be secured at the end of the shift.   |
| 9.  | Daily                       | Drivers              | Facilities must be secured at the end of the shift.   |
| 10. | Daily                       | Drivers              | Drivers must enforce policies prohibiting certain dangerous items on board vehicles.  |
| 11. | Daily                       | Administrative staff | The shipping and receiving function is to be conducted in a secure manner that will both prevent theft and safely detect and process security anomalies (such as suspicious packages).            |
| 12. | Daily                       | All employees        | Petty cash is only to be used for official agency business, and it must be sufficiently controlled to prevent theft.  |
| 13. | As required/<br>appropriate | Management staff     | Management has implemented fare evasion policies to prevent theft-of-service crimes.  |
| 14. | As required/<br>appropriate | Administrative staff | New employees are thoroughly screened. The agency checks references, and the employee application includes questions regarding the applicant's criminal background.                               |
| 15. | As required/<br>appropriate | Administrative staff | Workplace conflicts are to be resolved using prompt human resource action, particularly in the case of employee conflicts   |
| 16. | As required/<br>appropriate | Administrative staff | Instances of workplace bullying, which sometimes contain the potential to escalate, are to be resolved using prompt human resource action   |
| 17. | As required/<br>appropriate | All employees        | All employees are to report substantive hazards to management staff.  |



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| 18. | Quarterly | Administrative staff | Administrative staff are to communicate regularly with passengers, educating them regarding security tips and proper behavior.                                |
| 19. | Quarterly | Management staff     | Security systems—including locks, fences, badges, alarms, radios, and other equipment—are reviewed and upgraded at least quarterly.                           |
| 20. | Annually  | Management staff     | A designated member of the management staff will reassess bus stop locations from time to time to ensure stops are located in the most secure areas possible. |
| 21. | Annually  | Management staff     | Management staff is to update the HSP to reflect changes in system policies, procedures, and training materials.  |